

DEPARTMENT: Transportation

DIRECTOR: Danielle Matland

## Excel Program

Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
<b>Goal 1</b> To diversify funding sources for transportation projects				
<b>1 Objective</b>	Maintain/Increase advertising revenue			
1.1 Action	Support Clearchannel Adshel shelter program	Continuing		
1.2 Action	Support Clearchannel Outdoor bus advertising program	Continuing		
1.3 Measure	# units			
<b>2 Objective</b>	Seek new funding	Continuing		
2.1 Action	Research grant opportunities	Continuing		
2.2 Action	Research public/private partnerships	Continuing		
2.3 Action	Research program sponsorship			
2.4 Measure	pass/fail			
<b>3 Objective</b>	Maintain/increase Intra-city bus revenues			
3.1 Action	Support Greyhound/Trailways freight service	Continuing		
3.2 Action	Support Greyhound/Trailways passenger service	Continuing		
3.3 Measure	# units			
<b>4 Objective</b>	Maintain/increase passenger fares			
4.1 Action	Promote employer based transit programs	Continuing		
4.2 Action	Maintain traditional rider base	Continuing		
4.3 Action	Expand youth pass program	Continuing		
4.4 Measure	pass/fail			
<b>5 Objective</b>	Maintain/increase Grant funding opportunities			
5.1 Action	Submit applications to MTA/FTA	Continuing	\$1,564,761 [operating grants requested]	\$1,045,786 [local match]
5.2 Action	Develop grant statistic collection systems	Continuing		
5.3 Action	Prepare grant documentation & invoices	Continuing		
5.4 Measure	pass/fail			
<b>Goal 2</b> a. To maintain/enhance the quality of services provided to the community				
<b>1 Objective</b>	Maintain existing level of service			
1.1 Action	Passenger trips carried	Continuing	Grants submitted	
1.2 Action	Miles of service provided	Continuing		
1.3 Action	Hours of service provided	Continuing		

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Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
1.4 Action	Routes in service	Continuing	Additional requested	
1.5 Action	Buses in fleet	Continuing	Replacement trolleys requested	\$97,500 [10% local share]
1.6 Measure	# units			
<b>2 Objective</b>	Place ad based bus shelters at city bus stops			
2.1 Action	Establish Partnership with ClearChannel AdShel	7/1/01		
2.2 Action	Support partner in permitting process	Continuing		
2.3 Action	Select priority locations for erect	Continuing		
2.4 Action	Install passenger information	Continuing		
2.5 Action	Monitor cleanliness, etc.	Continuing		
2.6 Measure	# units			
<b>3 Objective</b>	Place 8 non ad shelters in Historic District			
3.1 Action	Select priority locations	7/1/07		
3.2 Action	Support partner through permitting process	7/1/07		
3.3 Action	Support partner through HDC process	7/1/07		
3.4 Action	Install passenger information			
3.5 Action	Monitor cleanliness, etc.			
3.6 Action	# units			
<b>4 Objective</b>	Service information signage at all city bus stops			
4.1 Action	Design signage continuing	Continuing		
4.2 Action	Fund 25 signs per year	Continuing		
4.3 Action	Produce 25 signs per year	Continuing		
4.4 Action	Erect 25 signs per year	Continuing		
4.5 Measure	# units			
<b>5 Objective</b>	ITS & AVL for Transit			
5.1 Action	Develop plan & specifications	Continuing		
5.2 Action	Seek funding	Continuing	Grant requested	\$31,000 [10% local share]
5.3 Action	Implement			
5.4 Action	Train staff and support services	Continuing		
5.5 Measure	# units			

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Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
<b>Goal 2</b> b. To enhance the quality of services: train and improve staff				
<b>1 Objective</b>	Upgrade vehicle maintenance			
1.1 Action	Identify training	Continuing		
1.2 Action	Set schedule for training	Continuing		
1.3 Action	Maintain/update skills	Continuing		
1.4 Measure	pass/fail			
<b>2 Objective</b>	Recruit competent and diverse workforce			
2.1 Action	Attend job fairs	Continuing		
2.2 Action	Prepare targeted flyers	Continuing		
2.3 Action	Advertise in targeted media	Continuing		
2.4 Measure	Diversity			
<b>Goal 2</b> c. To enhance the quality of services: improve maintenance of service vehicles				
<b>1 Objective</b>	Maintain/replace/rehab aged fleet			
1.1 Action	Ensure adequate supplies	Continuing	Enhancement requested	\$100,000
1.2 Action	Identify vehicle needs	Continuing		
1.3 Action	Research suppliers	Continuing		
1.4 Action	Apply for funds	Continuing	Grants requested	\$15,000 [10% local share]
1.5 Measure	# units			
<b>2 Objective</b>	Implement comprehensive preventative maintenance			
2.1 Action	Develop new inspections	Continuing		
2.2 Action	Maintain/develop data forms	Continuing		
2.3 Action	Retrain staff	Continuing		
2.4 Action	Implement	12/1/06		
2.5 Measure	Monitor			
<b>3 Objective</b>	In-house CDL testing			
3.1 Action	Coordinate with MVA	7/1/06		
3.2 Action	Develop materials	1/1/07		
3.3 Action	Train staff	7/1/07		
3.4 Action	Implement			
3.5 Measure	Monitor			
<b>Goal 3</b> To increase community awareness and use of transit				

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## Excel Program

Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
<b>1 Objective</b>	Prepare attractive, understandable and memorable materials	Continuing	Enhancement requested	\$10,000
1.1 Action	Use professional graphic design/printing services	Continuing		
1.2 Action	Use full color print process	Continuing		
1.3 Action	Provide durable specialty items for promotions			
1.4 Measure	pass/fail			
<b>2 Objective</b>	Prepare programmatic materials	Continuing		
2.1 Action	Annual combined route map and schedule	Continuing	Partnership	
2.2 Action	Annual children's activity book	Continuing	Partnership	
2.3 Action	Annual recreational activities map/brochure	Continuing		
2.4 Action	Semi-annual rider's guide			
2.5 Measure	pass/fail			
<b>3 Objective</b>	Inform public of services and programs	Continuing		
3.1 Action	Maintain all materials as web presence	Continuing		
3.2 Action	Produce regular press releases	Continuing		
3.3 Action	Maintain push-technology	Continuing		
3.4 Action	Present radio spots	Continuing		
3.5 Action	Prepare and post transit vehicle and shelter signage			
3.6 Measure	#units			
<b>4 Objective</b>	Create positive and targeted image to the public			
4.1 Action	Enhance facility to reinforce transit/environment	Continuing		
4.2 Action	Clean vehicles daily to reinforce "clean technology"	Continuing		
4.3 Action	Support use of alternative fuels to promote environmental message	Continuing		
4.4 Measure	pass/fail			
<b>5 Objective</b>	Create community partnerships and connections			
5.1 Action	Partner/support community activities and organizations	Continuing		
5.2 Action	Participate in community special events	Continuing		
5.3 Measure	# units			
<b>Goal 4</b> Support vital community programs through transit				
<b>1 Objective</b>	Support Economic Development			

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## Excel Program

Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
1.1 Action	Shuttle services reduce downtown parking demand/traffic congestion	Continuing	Expansion requested	\$205,000
1.2 Action	Commuter passes support employer recruitment and retention	Continuing		
1.3 Measure	# units			
<b>2 Objective</b>	Support Emergency Response			
2.1 Action	On call vehicles for emergencies	Continuing		
2.2 Action	Ready response system	Continuing		
2.3 Action	Train other staff as drivers	Continuing		
2.4 Measure	pass/fail			
<b>3 Objective</b>	Support Tourism			
3.1 Action	Encourage intracity bus and multi-modal services	Continuing		
3.2 Action	Distribute "Annapolis" promotional materials	Continuing		
3.3 Action	Relieve Downtown parking demand	Continuing		
3.4 Measure	pass/fail & growth of 3-1			
<b>4 Objective</b>	Support Community programs			
4.1 Action	Provide or coordinate transport for Senior events	Continuing		
4.2 Action	Provide or coordinate transport for Hispanic events	Continuing		
4.3 Action	Provide or coordinate transport for Children's Museum	Continuing		
4.4 Measure	# units			
<b>5 Objective</b>	Community Outreach			
5.1 Action	Coordinate with Transportation Board	Continuing		
5.2 Action	Coordinate with Housing Authority	Continuing		
5.3 Action	Coordinate Resident Associations at Apt Complexes	Continuing		
5.4 Action	Coordinate with CPHA continuing	Continuing		
5.5 Action	Coordinate with Annapolis Business Association/Chamber	Continuing		
5.6 Action	Coordinate with Transit Riders League	Continuing		
5.7 Measure	# units			

**Goal 5** Increase the Public Transportation services provided to the community

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## Excel Program

Steps to Be Undertaken to Meet Goal	Objective and Action Brief Narrative	Current Status	Resources Required	Fiscal Impact
<b>1 Objective</b>	Maintain route to/from BWI /Arundel Mills			
1.1 Action	Submit grant/proposals	Continuing	Grant requested	\$85,000 [50% local share]
1.2 Action	Monitor performance	Continuing		
1.3 Action	Promote service	Continuing		
1.4 Measure	pass/fail			
<b>2 Objective</b>	<b>Expand shuttle to serve inner West Street</b>			
2.1 Action	Analyze potential patronage	Continuing		
2.2 Action	Document for funding	Continuing	Enhancement requested	\$205,000
2.3 Action	Modify service levels	Jul 1, 2008		
2.4 Action	Promote service	Jan 1, 2008		
2.5 Measure	pass/fail			
<b>3 Objective</b>	Maintain route service to/from Edgewater AACC			
3.1 Action	Apply/document for grant funding	Continuing	Grant requested	\$40,000 [25% local share]
3.2 Action	Promote service	Continuing		
3.3 Measure	Monitor program			
<b>4 Objective</b>	Maintain "Tourist Oriented" Shuttle w/USNA			
4.1 Action	Promote service	Continuing		
4.2 Measure	Monitor			
<b>5 Objective</b>	Add Second Bus to Green Loop			
5.1 Action	Document existing level of service	Continuing	Enhancement requested	\$110,000
5.2 Action	Design service plan	Continuing		
5.3 Action	Redesign all combined route materials	Jul 1, 2006		
5.4 Action	Retrain staff	Jul 1, 2006		
5.5 Action	Promote service changes	Jul 1, 2006		
5.6 Action	Implement	Jan 1, 2007		
5.7 Monitor	Monitor			

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**Performance Measure Worksheet**

EXCEL Program Goal	Efficiency Measure / Indicator				
	FY 05		FY 06		FY 07
	Goal	Actual	Goal	Estimated	Goal
<b>Goal 1</b> To diversify funding sources for transportation projects					
1.3 Maintain/Increase Advertising revenue	\$125,000	\$138,000	\$140,000	\$160,000	\$160,000
3.3 Maintain/increase Intra-city bus revenues	\$8,000	\$9,000	\$9,000	\$10,000	\$10,000
4.4 Maintain/increase passenger fares	\$650,000	\$666,500	\$666,500	\$700,000	\$700,000
5.4 Maintain/increase Grant funding	\$1,800,000	\$1,960,000	\$2,100,000	\$2,600,000	\$2,500,000
<b>Goal 2</b> a. To maintain/enhance the quality of services provided to the community					
1.6 Passenger trips carried	1,250,000	1,325,000	1,325,000	1,400,000	1,400,000
1.6 miles of service provided	670,000	717,000	890,000	890,000	890,000
1.6 hours of service provided	49,300	55,000	69,900	69,900	69,900
1.6 Routes in service	12	13	13	14	14
1.6 Buses in active fleet	18	21	21	24	24
2.6 Place ad based shelters at bus stops	50	45	50	70	85
4.5 Service information signage at all bus stops	25	25	25	25	25
<b>Goal 2</b> b. To enhance the quality of service - - train and improve staff					
1.4 Provide advanced training to maintenance	3	5	5	7	7
2.4 Recruit competent and diverse workforce	N/A	Diverse	N/A	Diverse	Diverse
<b>Goal 2</b> c. To enhance the quality of services - - improve maintenance of service vehicles					
2.5 Implement comprehensive preventative maintenance	Yes	Yes	Yes	Yes	Yes
3.5 In-house CDL training/testing	5	7	7	10	12
<b>Goal 3</b> To increase community awareness and use of transit					
1.4 Prepare attractive, understandable and memorable materials - <i>bus route map and schedule redesigned and updated</i>	Yes	Yes	Yes	Yes	Yes
2.5 Prepare programmatic materials - <i>new taxi valet and parking brochures</i>	Yes	Yes	Yes	Yes	Yes
3.6 Inform public of services and programs - <i>new radio promotions</i>	Yes	Yes	Yes	Yes	Yes

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**Performance Measure Worksheet**

EXCEL Program Goal	Efficiency Measure / Indicator				
	FY 05		FY 06		FY 07
	Goal	Actual	Goal	Estimated	Goal
Measure: Outcome Indicator					
5.3 Create community partnerships and connections - <i>New partnerships with Atria and</i>	Yes	Yes	Yes	Yes	Yes
<b>Goal 4</b> To support vital community programs through transit					
1.3 Support Economic development - <i>parking outreach and coordination</i>	Yes	Yes	Yes	Yes	Yes
2.4 Support Emergency Response - <i>staff trained for coordinated response</i>	Yes	Yes	Yes	Yes	Yes
3.4 Support Tourism - <i>coordination with CVB, &amp; expanded special event services</i>	Yes	Yes	Yes	Yes	Yes
<b>Goal 5</b> To increase the Public Transportation services provided to the community					
1.4 Maintain route to/from BWI / Arundel Mills	No	No	Yes	Yes	Yes
2.5 Expand shuttle to serve inner West Street	N/A	N/A	N/A	30 min	15 min
3.4 Maintain route service to/from Edgewater AACC	Yes	Yes	Yes	Yes	Yes
4.2 Maintain "Tourist Oriented" Shuttle w/USNA	Yes	Yes	Yes	Yes	Yes
5.7 Add Second Bus to Green Loop	N/a	N/a	No	No	Yes



**BUDGET REQUEST - OPERATING EXPENDITURES**

History of Expenditures in Operating Expense Accounts

Department/Division

Transportation - AdministrationFund and Division # 626-44510

Account Title	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Salaries	\$272,842	\$313,985	\$327,417	\$403,590	\$407,130
Benefits	97,852	101,371	132,671	132,290	143,280
Supplies	22,308	32,428	34,263	12,500	12,500
Utilities	37,002	35,059	53,213	29,400	29,400
Education and Travel	12,322	7,657	10,379	5,000	5,000
Repair and Maintenance	1,115	120	127	1,800	1,800
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	134,138	67,491	48,915	14,100	14,100
Capital Outlay	0	0	0	0	0
Total	\$577,579	\$558,111	\$606,985	\$598,680	\$613,210

**BUDGET REQUEST - OPERATING EXPENDITURES**

Description of Expenditures in Operating Expense Accounts

Department/Division Transportation - Administration Fund and Division # 626-44510

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	\$407,130	Appropriation needed as calculated on personnel detail.
Benefits	\$143,280	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$12,500	Mailings, legal advertisements, copier supplies, letterhead, envelopes, bus schedules, notices, Public Service Commission Fees, Taxi Decals, photo IDs, software, office supplies & outreach activities
Utilities	\$29,400	263-7964, 7965, 7994, centrex; 269-0674, 5989 Balt. & fax/data line; 268-8311 Stadium lot pay phone - telephone charges for all divisions are consolidated to this account. Power charges for all divisions including maintenance and office equipment is consolidated into this account
Education and Travel	\$5,000	Vendor training, workshops and seminars for professional development for maintenance, administrative and supervisory staff, as well as In-house training materials for drivers
Repair and Maintenance	\$1,800	Equipment maintenance contract for typewriters, copiers laminators, etc.
Special Projects	\$0	
Leases	\$0	
Contract Services	\$14,100	Media advertising and special promotional materials, production and/or printing of bus schedules and general information brochures, professional graphic arts and design for public information materials
Capital Outlay	\$0	

Total	<u><u>\$613,210</u></u>
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**BUDGET REQUEST - OPERATING BUDGET**

## Explanation of Changes in Operating Budget

Department/Division

Transportation AdministrationFund and Division # 626-44510

Account Title	Budget FY2006	FY2007			Explanations
		Base	Inc(Dec)	Proposed	
Salaries	\$403,590	\$407,130		\$407,130	
Benefits	132,290	143,280		143,280	
Supplies	12,500	12,500		12,500	
Utilities	29,400	29,400		29,400	
Education and Travel	5,000	5,000		5,000	
Repair and Maintenance	1,800	1,800		1,800	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	14,100	14,100		14,100	
Capital Outlay	0	0		0	
Total	\$598,680	\$613,210	\$0	\$613,210	

**BUDGET REQUEST - OPERATING EXPENDITURES**

## History of Personnel Expenditures and Staffing

 Department/Division Transportation-Administration Fund and Division # 626-44510

Description	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Base Salaries	\$272,842	\$313,985	\$327,417	\$403,590	\$407,130
Overtime	0	0	0	0	0
Doubletime	0	0	0	0	0
Salary Subtotal	\$272,842	\$313,985	\$327,417	\$403,590	\$407,130
Benefits	97,852	101,371	132,671	132,290	143,280
Personnel Totals	\$370,694	\$415,356	\$460,088	\$535,880	\$550,410
<u>Staffing Summary</u>					
Permanent Positions	5	5	5	7	7
Temporary Positions	0	0	0	1	0

**BUDGET REQUEST - OPERATING EXPENDITURES**

History of Expenditures in Operating Expense Accounts

Department/Division Transportation - Vehicle Operations Fund and Division # 626-44521/44522

Account Title	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Salaries	\$1,430,071	\$1,483,488	\$1,724,322	\$1,519,230	\$1,577,770
Benefits	449,416	410,096	489,482	478,440	528,640
Supplies	157,305	257,791	298,736	200,000	200,000
Utilities	0	0	0	0	0
Education and Travel	0	0	0	0	0
Repair and Maintenance	283,804	380,583	337,931	182,500	182,500
Special Projects	0	0	0	0	0
Leases	4,730	0	0	5,000	5,000
Contract Services	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total	\$2,325,326	\$2,531,958	\$2,850,471	\$2,385,170	\$2,493,910

**BUDGET REQUEST - OPERATING EXPENDITURES**

Description of Expenditures in Operating Expense Accounts

Department/Division Transportation - Vehicle Operations Fund and Division # 626-44521/44522

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	\$1,577,770	Appropriation needed as calculated on personnel detail.
Benefits	\$528,640	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$200,000	Route and bus stop signs, bus id s, staff name plates, uniforms, uniform cleaning reimbursement , diesel, unleaded gas, lubricants and tires
Utilities	\$0	Utilities included under Administration
Education and Travel	\$0	
Repair and Maintenance	\$182,500	preventative maintenance, critical and breakdown repairs for transit buses
Special Projects	\$0	
Leases	\$5,000	Rental of copiers
Contract Services	\$0	
Capital Outlay	\$0	

Total \$2,493,910

**BUDGET REQUEST - OPERATING BUDGET**

## Explanation of Changes in Operating Budget

Department/Division

Transportation Operations

Fund and Division #

626-44521/44522

Account Title	Budget FY2006	FY2007			Explanations
		Base	Inc(Dec)	Proposed	
Salaries	\$1,519,230	\$1,577,770		\$1,577,770	
Benefits	478,440	528,640		528,640	
Supplies	200,000	200,000		200,000	
Utilities	0	0		0	
Education and Travel	0	0		0	
Repair and Maintenance	182,500	182,500		182,500	
Special Projects	0	0		0	
Leases	5,000	5,000		5,000	
Contract Services	0	0		0	
Capital Outlay	0	0		0	
Total	\$2,385,170	\$2,493,910	\$0	\$2,493,910	

**BUDGET REQUEST - OPERATING EXPENDITURES**

## History of Personnel Expenditures and Staffing

Department/Division Transportation-OperationsFund and Division # 626-44521 & 44522

Description	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Base Salaries	\$1,080,401	\$1,155,658	\$1,160,346	\$1,316,450	\$1,374,990
Overtime	348,296	213,959	301,483	202,780	202,780
Doubletime	1,374	113,870	262,493	0	0
Salary Subtotal	\$1,430,071	\$1,483,487	\$1,724,322	\$1,519,230	\$1,577,770
Benefits	449,416	410,096	489,482	478,440	528,640
Personnel Totals	\$1,879,487	\$1,893,583	\$2,213,804	\$1,997,670	\$2,106,410
<u>Staffing Summary</u>					
Permanent Positions	36	36	36	36	36
Temporary Positions	4	4	4	4	4



**BUDGET REQUEST - OPERATING EXPENDITURES**

History of Expenditures in Operating Expense Accounts

Department/Division

Transportation - MaintenanceFund and Division # 626-44540

Account Title	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Salaries	\$302,127	\$308,397	\$348,657	\$261,970	\$303,960
Benefits	85,045	79,559	81,613	92,280	88,140
Supplies	18,921	19,651	18,431	15,340	15,340
Utilities	0	0	0	0	0
Education and Travel	0	0	0	0	0
Repair and Maintenance	12,870	16,176	16,068	16,810	16,810
Special Projects	0	0	0	0	0
Leases	0	0	0	0	0
Contract Services	0	0	0	0	0
Capital Outlay	79,781	55,479	15,827	15,000	15,000
Total	\$498,744	\$479,262	\$480,596	\$401,400	\$439,250

**BUDGET REQUEST - OPERATING EXPENDITURES**

Description of Expenditures in Operating Expense Accounts

Department/Division Transportation - Maintenance Fund and Division # 626-44540

1	2	
Account Title	Total in Account	Description of Expenditures
Salaries	\$303,960	Appropriation needed as calculated on personnel detail.
Benefits	\$88,140	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$15,340	General maintenance and building identification materials and supplies, safety equipment, uniforms, safety clothing for maintenance staff, unleaded gas, lubricants, tubes and tires for support vehicles
Utilities	\$0	Utilities included under Administration
Education and Travel	\$0	
Repair and Maintenance	\$16,810	Landscaping and snow removal for facility grounds, door, vault, locks, security system for facility, maintenance lifts, tools and supplies and preventative maintenance and critical repairs for support vehicles
Special Projects	\$0	
Leases	\$0	
Contract Services	\$0	
Capital Outlay	\$15,000	

Total	<u><u>\$439,250</u></u>
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**BUDGET REQUEST - OPERATING BUDGET**

## Explanation of Changes in Operating Budget

Department/Division

Transportation MaintenanceFund and Division # 626-44540

Account Title	Budget FY2006	FY2007			Explanations
		Base	Inc(Dec)	Proposed	
Salaries	\$261,970	\$303,960		\$303,960	
Benefits	92,280	88,140		88,140	
Supplies	15,340	15,340		15,340	
Utilities	0	0		0	
Education and Travel	0	0		0	
Repair and Maintenance	16,810	16,810		16,810	
Special Projects	0	0		0	
Leases	0	0		0	
Contract Services	0	0		0	
Capital Outlay	15,000	15,000		15,000	
Total	\$401,400	\$439,250	\$0	\$439,250	

**BUDGET REQUEST - OPERATING EXPENDITURES**

## History of Personnel Expenditures and Staffing

 Department/Division Transportation-Maintenance Fund and Division # 626-44540

Description	Actual FY2003	Actual FY2004	Actual FY2005	Budget FY2006	Proposed FY2007
Base Salaries	\$223,426	\$235,348	\$245,804	\$227,370	\$269,360
Overtime	77,663	45,740	58,181	34,600	34,600
Doubletime	1,038	27,309	44,673	0	0
Salary Subtotal	\$302,127	\$308,397	\$348,658	\$261,970	\$303,960
Benefits	85,045	79,559	81,613	92,280	88,140
Personnel Totals	\$387,172	\$387,956	\$430,271	\$354,250	\$392,100
<u>Staffing Summary</u>					
Permanent Positions	6	6	6	6	6
Temporary Positions	0	0	1	1	0

## DEPARTMENT ENHANCEMENT SUMMARY FORM

Department Transportation

Form #	Enhancement Title	Short Description	Enhancement Amount
1	Federal Operating Grants	Maintain core services	\$650,000.00
2	Marketing Materials	Maintain quality of graphics/print media	\$10,000.00
3	Edgewood Rd Service	Better serve community	\$110,000.00
4	West St Shuttle	Improve West St service	\$175,000.00
5	Vehicle Maintenance	Increase vehicle maintenance budget	\$100,000.00
6	Vehicle Replacement	Local share - transit vehicle grants	\$97,500.00
7	Vehicle Replacement	Local share - support vehicle grant	\$7,500.00
8	Capital Maintenance / Outlay	Local share - capital equipment grants	\$15,000.00
9	Continuing Grant Programs	Local share - operating grants	\$79,000.00

Total \$1,244,000.00

## DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	Transportation	Form #	1
Maintain Current Service Level	X	New Service	
Enhancement Title	Federal Operating Grants	Enhancement Amount	\$650,000.00

## Description/Justification:

The 2000 census placed the Annapolis urbanized area within the Baltimore urbanized area. This changed our classification from an independent small urban center to being part of a large urban center. Large urban areas may not use Federal funds for Operating assistance. During subsequent years, we through a consortium of similarly affected transit properties, continued Federal operating assistance through FY 2004. In 2005 and 2006, the State increased their operating assistance to replace the former Federal monies. SAFTEA-LU, the new Federal Transportation Funding bill was signed recently. In response to administrative pressures to cut transit funding, the State may not provide full replacement of the former federal funds in FY 2007.

The Federal and/or State operating deficit grants subsidize our core services within the City. These are the routes used by Annapolis residents to go to work and school here in town. It may be possible to get Anne Arundel County to increase their deficit subsidy for those routes which serve Parole Town Center area. Neither the county nor the State will subsidize general administrative expenses, costs for non-transit programs and indirect inter-departmental charges. Confusion between the transit operating deficit, the Transportation department and the Transportation enterprise fund complicates negotiating a higher county subsidy.

The Transportation Enterprise fund is dealt with unlike the other enterprise funds. The Transportation Enterprise fund includes Administration and Maintenance Divisions. The Administration and Maintenance costs of other funds are handled as overhead. Administration and Maintenance of Transportation derive no more revenue than the Administration or Maintenance of Refuse Collection. Overhead is also charged to the Transportation Enterprise fund. This double costing had some value maximizing the local share to balance Federal operating grants. As there is no Federal Operating money, the practice no longer serves a purpose and overstates the actual incremental cost of Transit services. In fact, given the move towards efficiency measures, the overstated costs makes it more difficult to obtain grant funding. A change to the accounting structure from Transportation Enterprise to Transit Enterprise, separating out Administrative and Maintenance, would better represent transit costs and possibly lead to more local funding and definitely streamline the grant billing process.

## DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Transportation</u>		Form # <u>2</u>
Maintain Current Service Level	<u>X</u>	New Service	<u></u>
Enhancement Title	<u>Marketing Materials</u>	Enhancement Amount	<u>\$10,000.00</u>

## Description/Justification:

Every Transportation Development Plan recommended consistent graphic image and increased public information activities. Through the TERPP grants and, thereafter, with Formula and City funds, we contracted with a professional graphic designer to overhaul all our public information materials and the means which we use to display and distribute them. Communication with both continuing riders and new novice transit users has been enhanced with a resulting increase in Transit ridership and revenues. In addition, the professional appearance projected by the redesigned materials, have improved our support from the business community, including more transit advertising contracts. The cost of the program is balanced by the resulting revenues. To maintain this momentum and continue to improve public information materials, we request additional funds for professional graphic design and production.

Supports Excel program goals 2, 3 and 4

Division: 44550 Administration

## Line Item

<u>Account: # / Account Title</u>	<u>Enhancement Amount</u>
6600 / Supplies	\$5,000
7996 / Contracts	\$5,000
<b>Total Expenditures</b>	<b>\$10,000</b>

## DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Transportation</u>		Form # <u>3</u>
Maintain Current Service Level	<u>X</u>	New Service	<u>X</u>
Enhancement Title	<u>Edgewood Rd Service</u>	Enhancement Amount	<u>\$110,000.00</u>

## Description/Justification:

The residential communities along Edgewood Road request transit service. It is not possible for us to extend the current resources into any new corridors. The requested enhancement would permit us to both extend service along Edgewood Road and improve service throughout the Forest Drive corridor. The present Green Route which would be split into two sections. One serving upper Forest Drive and the Other Lower Forest Drive and Edgewood Road. Discussions with St Mary's indicate that if we were to set the route to work better with the school schedule they would encourage both student and employee participation. It effect, the added service in the area would benefit both that corridor and the Downtown area. The route changes would require new route maps, timetables and signage.

Farebox and token operating revenues	\$21,000
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Account: # / Account Title	Enhancement Amount
44522-6600 / Supplies	\$15,000
44522-7996 / Contracts	\$5,000
44522-6110 Driver Salaries	\$60,000
44522-6201 Retirement	\$10,000
44522-6202 Insurance	\$7,000
44522-6600 Supplies	\$8,000
44540-612 0 Mechanic Salaries	\$12,000
44540-6201 Benefits	\$2,000
44540-6202 Insurance	\$2,000
44521-6600 Supplies	\$5,000
44521-7700 Maintenance	\$5,000
Total Expenditures	\$131,000

Total Expenditures	\$110,000
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## DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Transportation</u>	Form #	<u>4</u>
Maintain Current Service Level	<u>X</u>	New Service	<u>X</u>
Enhancement Title	<u>West St Shuttle</u>	Enhancement Amount	<u>\$175,000.00</u>

## Description/Justification:

Economic development of Inner West Street without worsening traffic congestion requires a frequent shuttle connecting fringe parking areas and the historic district through the corridor. Various studies have called for improved shuttle operations and in particular a West Street shuttle. The Parking Committee has recommended extending hours for all shuttle services. Route and schedule changes would require new route maps, timetables and signage.

<u>Account: # / Account Title</u>	<u>Enhancement Amount</u>
44550-6600 / Supplies	\$15,000
44550-7996 / Contracts	\$5,000
44522-6110 Driver Salaries	\$90,000
44522-6201 Retirement	\$15,000
44522-6202 Insurance	\$10,000
44522-6600 Supplies	\$8,000
44540-612 0 Mechanic Salaries	\$12,000
44540-6201 Benefits	\$3,000
44540-6202 Insurance	\$2,000
44521-6600 Supplies	\$10,000
44521-7700 Maintenance	\$5,000
<b>Total Expenditures</b>	<b>\$175,000</b>

## DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Transportation</u>		Form # <u>5</u>
Maintain Current Service Level	<u>X</u>	New Service	<u></u>
Enhancement Title	<u>Vehicle Maintenance</u>	Enhancement Amount	<u>\$100,000.00</u>

## Description/Justification:

The transit fleet has increased in number. New vehicles go out of warranty and older vehicles require more preventative maintenance replacement parts and incur more parts failures. Over time simple inflation also increases the cost of parts and materials. The recent escalation in fuel prices has caused the prices for some parts to spike, with four fold increases in vendor charges between orders. This increase in the quantity and costs for parts has been amplified by the rapid increase in fuel costs, which are paid out of the same materials and supplies account. Altogether additional funds are required to maintain operations.

Supports Excel program goals 2 and 5

Transit 44522-7751 / Transit Materials	\$100,000
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Total Expenditures	\$100,000
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## DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Transportation</u>	Form #	<u>6</u>
Maintain Current Service Level	<u>X</u>	New Service	<u></u>
Enhancement Title	<u>Vehicle Replacement</u>	Enhancement Amount	<u>\$97,500.00</u>

## Description/Justification:

Buses are aging. The trolleys, in particular, have exceeded their anticipated useful life. The three trolleys were purchased in 1990 with an anticipated useful life of 12 year vehicles, due for retirement in 2002. Extensive rehabilitation work on the body and drive train was completed 2000-2003. The replacement engines are now due for overhaul but it is no longer practical to repair them. In addition, the buses are not ADA compliant and cannot be retrofitted. Grant applications have been submitted for the replacement of the three vehicles. The anticipated cost for each trolley-style bus is \$325,000. If awarded the grants will reimburse 90% of the purchase price.

Supports Excel program goals 2 and 5

CIP 559 / Vehicle	\$975,000
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Grant Revenues

Federal Capital Grant Revenues	\$780,000
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State Capital Grant Revenues	\$97,500
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Total Revenues	\$877,500
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Net Cost to City	\$97,500
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## DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	<u>Transportation</u>	Form #	<u>7</u>
Maintain Current Service Level	<u>X</u>	New Service	<u></u>
Enhancement Title	<u>Vehicle Replacement</u>	Enhancement Amount	<u>\$7,500.00</u>

## Description/Justification:

Vehicles used to support transportation operations are aging. The present support vehicles are Ford Jimmys purchased in 1995, the cumulative mileage exceeds 200,000 for each vehicle. They are used to respond to transit emergencies, by supervisor's making route inspections and by drivers for shift assignments. Grant applications have been submitted for new support vehicles similar to the Jimmys. The anticipated cost for a four-wheel drive vehicle is \$25,000. If awarded the grants will reimburse 90% of the cost.

Supports Excel program goals 2 and 5

CIP 559 / Vehicle	\$75,000,000
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Grant Revenues	
Federal Capital Grant Revenues	\$60,000
State Capital Grant Revenues	\$7,500
Total Revenues	\$67,500

Net Cost to City	\$7,500
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## DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	Transportation		Form #	8
Maintain Current Service Level	X	New Service		
Enhancement Title	Capital Maintenance / Outlay	Enhancement Amount	\$15,000.00	

## Description/Justification:

Continuing the pattern of the past several years, we request the city share of our Capital equipment grants be set aside. The purpose of this enhancement is to essentially do the same and ensure the availability of the city share. Grants are made annually for major vehicle overhauls, like the rehabilitation of the trolley-style buses, and for lesser repair expenses. Specifications for grant funded items must be pre-approved by the grantor and then the bid award must be pre-approved. It is not practical to itemize all items. Purchases would consist of transit vehicle capital maintenance items and vehicle rehabilitation materials and services. Capital Maintenance expenses are classified by Federal Transit as items in use for one year and costing in excess of \$100. These items are reimbursed at 90% offset and reduce our normal Vehicle Maintenance expense, which are reimbursed at approximately 50%. In addition, we can reasonably anticipate award of funds to purchase capital equipment (computers, maintenance tools, etc) and transit vehicles, which also require a 10% local share.

Supports Excel program goals 2 and 5

Transit 44522-7751-202 / Repair and Maintenance Vehicles -- Capital Maintenance	\$100,000
Transit 44522-8100 / Capital Outlay	\$50,000
<b>Total Expenditures</b>	<b>\$150,000</b>
<b>Grant Revenues</b>	
Federal Capital Grant Revenues	\$120,000
State Capital Grant Revenues	\$15,000
<b>Total Revenues</b>	<b>\$135,000</b>
<b>Net Cost to City</b>	<b>\$15,000</b>

## DEPARTMENT ENHANCEMENT DETAIL FORM

Department/Division	Transportation		Form #	9
Maintain Current Service Level	X	New Service		
Enhancement Title	Continuing Grant Programs	Enhancement Amount	\$79,000.00	

## Description/Justification:

We anticipate continuation of the Job Access Reverse Commute (JARC) and Rural grant programs at some level. Under the new SAFTEA-LU Federal funding JARC funding to Maryland has been reduced although rural funding has been increased, as such the precise effect of these changes are not yet known. JARC subsidized services are the Gold route, connecting Downtown and transfer point with Parole town center; C40 connecting Edgewater with Anne Arundel Community College via Annapolis, C60 connecting Annapolis with BWI airport. Federal 5311 Rural funding provides the C50, connecting South County with Annapolis via Edgewater. Federal operating grants require a 50% local match, which may be a combination of sources. Anne Arundel County applies for and passes through to the City the Federal and State grant for the rural route. The local match for the rural service is provided by Anne Arundel County. Half of the local match for service to the Community College is provided by the County Department of Health. Negotiations are underway for the County to pay the local share of other Job Access routes.

Supports Excel program goals 1, 2, 3, 4 and 5

## Operating Revenues

626-34180-4331 Cash fares	\$45,000
626-34180-4333 Tokens and Tickets	\$5,000
626-34180-4336 Advertising	\$15,000

## Grant Revenues

626-33110-320 Federal Job Access Reverse Commute	\$296,000
626-33110-320 County Job Access Reverse Commute (DHHS)	\$42,000
626-33700-354 County 5311 Rural Public Transportation (Federal & State pass through)	\$135,000
626-33700-3xx County Local share	\$83,000
Total Revenues	\$621,000

Account: # / Account Title	Enhancement Amount
44550-6600 Supplies	\$17,000
44521-6120 Supervisor -- Over Time	\$10,000
44521-6201 Benefits	\$1,000
44521-6202 Insurance	\$2,000
44522-6110 Driver Salaries	\$350,000
44522-6201 Retirement	\$35,000
44522-6202 Insurance	\$70,000
44522-6600 Supplies	\$150,000
44540-6120 Mechanic Salaries	\$50,000
44540-6201 Benefits	\$5,000
44540-6202 Insurance	\$10,000
Expenditure	\$700,000
Net Cost to City	\$79,000